

# ADMINISTRATION OF STATE AND FEDERAL LIBRARY PROGRAMS

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## **WASHINGTON STATE LIBRARY COMMISSION (WSLC) AND WASHINGTON STATE LIBRARY (WSL)**

The Washington State Library Commission is composed of five non-salaried commissioners appointed by the Governor for five-year terms. Members are appointed to include representatives from the following categories: a practicing librarian, a public library trustee, a state executive branch employee, an educator with knowledge in library information technology policy, and a member representing the general public.

The State Library Commission serves as a leader in developing information access and library services in the state. Their involvement in information policymaking increases the potential for citizen access to all kinds of information that is valuable in their lives, and influences library activities at both the state and local level. Specifically, the Commission receives, makes rules for, allocates, and awards grant funds awarded to the state. The WSLC appoints the Library Council of Washington to provide advice and recommendations as they adopt rules for Library Services and Technology Act. The Commission provides for certification of librarians.

The Commission also serves as the governing board of the Washington State Library, appointing the state librarian. It adopts a proposed budget that is recommended to the Governor and State Legislature, sets policy and strategic directions, and monitors progress toward goals and objectives.

The two key functions of the Washington State Library, as reflected in legislation and the State Library mission statement, are to provide library and information services to the legislature and state government in connection with their official duties and to provide information access to the public through libraries and other means. These two functions have different funding sources. State government library and information services are primarily funded by the state. The preponderance of funds for the second function come from the federal government through the Library Services and Technology Act.

## **LIBRARY COUNCIL OF WASHINGTON (LCW)**

The Library Council of Washington is composed of members representative of the library community. The Council acts as a catalyst for dealing successfully with library-related issues of statewide concern, and advises the Washington State Library Commission on statewide library issues and the expenditure of federal funds.

The Washington State Library Commission appoints members for a term of three years.

The Library Council of Washington is named in the *Washington Administrative Code* (WAC) by the State Legislature, and is provided for in the Library Services and Technology Act of 1996. The Council is subject to Washington's Open Meetings Act.

### **LCW Mission**

The mission of the Library Council of Washington is to promote access to library service and information resources for all citizens of Washington State. To meet this commitment, the council's membership represents the broadest possible range of library community interests.

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## **Roles of the Library Council**

The roles of the LCW are to:

- Serve as a catalyst for developing and implementing statewide library programs that will improve service at all Washington libraries.
- Provide a forum for the library community to discuss issues of concern; individual members keep their constituents abreast of the council's progress and regularly request their input.
- Advise the Washington State Library Commission and State Library staff on statewide areas of need in library service.
- Encourage and support multi-type library cooperation throughout the state.
- Assist in the development, implementation and evaluation of statewide library development plans and long-range Library Services and Technology Act (LSTA) plans.
- Advise the Washington State Library Commission on the use of federal funds.
- Pursue opportunities for collaboration with other agencies and community partners who share similar interests with libraries.

## **Membership**

In addition to the following basic positions and areas of special expertise, the goal is for members to also represent specific demographic designations of Washington, such as geographic location, rural/urban populations, ethnic groups, size of library, or other similar designations.

### Basic Positions of the Library Council of Washington

- Academic Libraries
- Public Libraries
- Special Libraries
- K-12 School Libraries

### Areas of Special Expertise

- Information Technology
- Rural Library Services
- Disadvantaged
- Cultural Diversity

## **FEDERAL FUNDS AVAILABLE TO LIBRARIES**

### **Library Services and Technology Act (LSTA)**

In 1996 and 1997 Congress passed the LSTA to replace the Library Services and Construction Act (LSCA). Congress established the Institute of Museum and Library Services to administer the program.

The objectives of the Library Services and Technology Act are to:

- Stimulate excellence and promote access to learning and information resources in all types of libraries for individuals of all ages.

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- Promote library services that provide all users access to information through state, regional, and international electronic networks.
  - Provide linkages among and between libraries.
  - Promote targeted library services to people of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to people with limited functional literacy or information skills.

### **LSTA State Grant Program**

Subject to U.S. Congressional budget appropriations, one of the ways Washington State receives annual federal library funding support is through the LSTA State Grant program. These funds are granted to the State Library and then expended either directly or through sub-grants for:

- Establishing or enhancing electronic linkages among or between libraries.
- Electronically linking libraries with educational, school, or information services.
- Assisting libraries in accessing information through electronic networks.
- Encouraging libraries in different areas and encouraging different types of libraries to establish consortia and share resources.
- Paying costs for libraries to acquire or share computer systems and telecommunications technologies.
- Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children from birth through age seventeen from families with incomes below the poverty line.

### **LSTA Planning at the Washington State Library**

Planning for the use of federal library funds in Washington State occurs in two primary ways.

- The first way is the development of the Washington State LSTA Five Year Plan that provides broad guidance on the direction and use of these federal funds. The LSTA Five Year Plan builds upon the concepts presented within the *Statewide Plan for Washington Libraries: Designing Our Future*. (See Chapter 31, Appendix 2)
- The second way focuses on the specific programs and activities to be conducted with each year's federal library funding. In the fall and winter of each year programs are proposed, reviewed by the Library Council of Washington, and recommended to the Washington State Library Commission for final consideration and approval.

The State Library then carries out approved programs and activities using these funds to provide statewide services, develop statewide initiatives, and provide competitive and non-competitive grant opportunities. Examples of statewide services provided by the Washington State Library are consulting activities within the area of technology, library governance, and providing training for library staff throughout the State.

Typically, all types of libraries are eligible to compete within a grant cycle although some cycles are focused on a particular library type or library group.

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## OTHER FEDERAL FUNDS AVAILABLE TO LIBRARIES

### LSTA Native American Library Services Grants

The objective of this program is to support Indian tribes and other eligible groups in providing library services to their communities. The Institute of Museum and Library Services awards these funds.

Eligible activities include:

- Support core library operations.
- Technical assistance projects intended to heighten the level of professional proficiency for Indian tribal library staff.
- Special project grant support to advance tribal library operations in areas related to the overall objectives of LSTA.

### LSTA National Leadership Grants

The objective of this program is to enhance the quality of library services nationwide and to provide coordination between libraries and museums. Grants awarded under this program need to have national impact and provide models that can be widely adapted or replicated by others. The Institute of Museum and Library Services awards these funds.

Eligible activities include:

- Education and training
- Research and demonstration
- Preservation or digitization of library materials
- Library-museum collaboration

### For More Information about LSTA Program and Grants

Institute of Museum and Library Services  
Office of Library Services  
1100 Pennsylvania Avenue, NW  
Room 802  
Washington, DC 20506  
Phone: 202-606-5227  
IMLS E-Mail [imlsinfo@imls.gov](mailto:imlsinfo@imls.gov)  
IMLS Website [www.imls.gov](http://www.imls.gov)  
IMLS Library Grant Programs  
<http://www.imls.gov/grants/library/index.htm>

Library Services and Technology Act:

The Institute of Museum and Library Services:

[http://www.imls.gov/about/abt\\_1996.htm](http://www.imls.gov/about/abt_1996.htm)

American Library Association:

<http://www.ala.org/washoff/funding.html>

Washington State Library  
PO Box 42460  
Olympia, WA 98504-2460  
360-753-5592

Grants Program: <http://www.statelib.wa.gov/libraries/grants.htm>

Library Council of Washington:

[http://www.statelib.wa.gov/libraries/lib\\_council/index.htm](http://www.statelib.wa.gov/libraries/lib_council/index.htm)

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## RESOURCES AVAILABLE FROM THE WASHINGTON STATE LIBRARY

### Consulting

WSL staff members working with the Washington library community provide information and advice on a broad range of issues and practices, from advocacy, to library governance, to library technology. Libraries and boards of trustees across the state are eligible to request these services. For public libraries, several staff members consult specifically with boards of trustees on:

- General governance and library law
- Relationships with governing authorities
- Library board powers, roles, responsibilities, and processes
- Library planning and development
- Long range and strategic planning
- General library services
- Children's services

Washington State Library staff can provide detailed information to library board members and governing officials, assistance with developing and facilitating library board retreats and educational opportunities, guidance through difficult governance issues, and advice on library board roles and responsibilities. In answering concerns and questions from library board members, staff may refer trustees to additional consultants, resources, or agencies.

### Technology issues

In the specific area of technology, Washington State Library staff have significant experience in technology and are available to consult with libraries and library boards on:

- Development of technology plans
- E-Rate discounts
- Filtering
- Library automated systems
- Local and wide area networks
- Telecommunications

### World Wide Web Site

The Washington State Library offers a broad range of information on its website. The main address is <http://www.statelib.wa.gov>.

At this site, trustees can get the latest information about what is happening at the State Library and can also explore the "Services for Washington Libraries" link. This services link includes information about statewide projects, initiatives, information about LSTA grants, training opportunities and other current information.

The State Library also offers a variety of free services to the public—your patrons included! You can find out how WSL can assist by investigating the "Services for the Public" section of the site. For example, you will find extensive consumer information, access to information published electronically by state agencies, as well as a library directory of libraries, library personnel, and major resources. This web site is one of WSL's most valuable services, so please use it extensively!

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## Statewide Plan for Washington Libraries

The state's formally adopted statewide plan for libraries, *Designing Our Future, 2002-2007*, provides guidance to libraries as they work collaboratively to achieve mutually supportive goals. Its purpose is to outline a common vision and to clarify, in a general fashion, the future needs and direction of all types of libraries in the state.

In addition, *Designing Our Future*, forms the framework for the Library Services and Technology Act (LSTA) Five-Year Plan (2002-2007) that directs how federal funds will be used for libraries in the state. (Chapter 31, Appendix 2)

The vision, values, goals, and strategies in the statewide plan were gathered and refined from comments and opinions expressed by library staff, trustees, and citizens in surveys and forums conducted across the state. The plan was developed under the direction of the Library Council of Washington and formally adopted by the Washington State Library in September 2001.

Local public libraries can refer to the plan and are encouraged to incorporate any of its directions in their own local planning. The implementation of a statewide plan that includes the needs of all types of libraries necessitates action at a variety of levels. Those actions are to be shared between state, regional, and local libraries and groups—each taking responsibility for those best implemented at their level.

## Required Report: Public Library Statistics Report and Salary Survey

Each year every public library board of trustees is required by law in *RCW 27.12.260* to provide information “showing the condition of their trust.” That report is to be made to the legislative body of the governmental body that the library serves and a copy is to be filed with the state librarian.

For the purposes of the law, this report is the annual public library statistical report and salary survey that is sent out to libraries by the Washington State Library in the spring of each year. Libraries submit their report of income, expenditures, circulation of materials, collection holdings, and other statistics that provide an overview of service in their library. The library director and/or the staff of each public library gather and submit this information.

The information in this report can provide the library board and director valuable insight into the growth of the library, changes in service and funding, differences in levels of service as well as other patterns and trends. It also provides a method for libraries to compare themselves with similar libraries. With information from these reports, a board can use concrete data to assist them and their governmental agencies in decision-making.

In the last several years, libraries have submitted their reports in electronic format. Libraries can view the report on line and they can also download the report over the Internet. The statistics reports are found on the State Library homepage <http://wlo.statelib.wa.gov/services/STATS/stats.htm>

The State Library submits these public library statistics to the U.S. Census Bureau and the National Center for Educational Statistics (NCES) for inclusion in the annual national report on public libraries.

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## Directory of Washington Libraries

Each year the State Library publishes a directory of all Washington libraries, with addresses, names of director and key staff, names of board of trustees, telephone numbers, Internet addresses, service hours, special collections and other selected information.

The directory includes academic libraries; state, federal and local government libraries; public libraries; and special libraries. It also includes information about library association throughout the Pacific Northwest, statewide councils and commissions, and library degree programs. The directory is indexed by personal names and by institutional names.

This directory is available both online and in paper format. As the State Library moves to digital formats, the number of printed copies available for distribution will be reduced. Because the directory is online, libraries can update their information throughout the year as changes occur.

The directory can be searched online via the State Library home page at <http://wlo.statelib.wa.gov/>